

**Alexandrea Sena**  
**720-508-0004**  
**[Ali.raven.232@gmail.com](mailto:Ali.raven.232@gmail.com)**

**Objective:**

To obtain employment as a Customer Service Rep/ Administrative Assistant that will utilize my knowledge and skills while multi-tasking in a professional environment. I am looking forward to aiding the company in their ultimate goal toward success.

**Skills**

- Outlook Expert
- ☐ Data Entry
- ☐ QuickBooks
- ☐ High Integrity
- ☐ Phenomenal Customer Service
- ☐ Fast Paced Learning
- ☐ MS Suite
- ☐ Excel Expert
- ☐ Excellent Mathematical Skills
- ☐ Organization
- ☐ Determination
- ☐ Dedication

**Employment History**

➤ **Accounting/ Credit Assistant**

04/2019 - Present      H&E Equipment Services      Henderson, CO

- Accounts Receivable
- Account Management
- Answer Calls
- Spreadsheets/weekly
- Customer Service
- Manage Frequent Emails

☐ **Accounting Department**

07/2018 – 02/2019      United Materials LLC.      Denver, CO

- Accounts Receivable
- Accounts payable
- Send/Receive Mail
- Answer all calls
- Scan Service Calls

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□ **Licensing Specialist/ Administrative Assistant**

09/2017 - 03/2018      Premier Group Insurance      Denver, CO

- Scan Documents
- Send/Receive Mail
- Answer all incoming calls
- Contact Reps for agent appointments
- Audit agencies

□ **Administrative Assistant**

03/2017 - 08/2017      Huggins Honda      North Richland Hills, TX.

- Scan Service Documents
- File Car Deals
- Breakdown Car Deals to be Scanned
- Data Entry

240hours      V Chiropractic & Rehabilitation      Centennial, CO.

**Education**

□ **Medical Administrative Assistant**

10/2013-10/2014      PIMA Medical Institute      Aurora, CO.

***REFERENCES AVAILABLE UPON REQUEST***